

## **REQUEST FOR PROPOSALS – CONSULTANCY SERVICES**

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**TO DELIVER A MULTI-STAKEHOLDER HUMAN CENTRED DESIGN (HCD) SESSIONS ON NUTRITION SENSITIVE SOCIAL PROTECTION POLICY FOR THE ENHANCING ACCESS TO SAFE AND NUTRITIOUS DIET (ENSAND) PROJECT.**

**Issued by  
The Global Alliance for Improved Nutrition (GAIN)**

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## PROJECT BACKGROUND AND SCOPE OF WORK

### 1. ABOUT GAIN

The Global Alliance for Improved Nutrition (GAIN) is a Swiss based foundation launched at the UN in 2002 to tackle the human suffering caused by malnutrition. Working with both governments and businesses, we aim to transform food systems so that they deliver more nutritious food for all people. At GAIN, we believe that everyone in the world should have access to nutritious and safe food. We work to understand and deliver specific solutions to the daily challenge of food insecurity faced by poor people. By understanding that there is no “one-size-fits-all” model, we develop alliances and build tailored programmes, using a variety of flexible models and approaches. We build alliances between governments, local and global businesses, and civil society to deliver sustainable improvements at scale. We are part of a global network of partners working together to create sustainable solutions to malnutrition. Through alliances, we provide technical, financial and policy support to key participants in the food system. We use specific learning, evidence of impact, and results of projects and programmes to shape and influence the actions of others. Headquartered in Geneva, Switzerland, GAIN has representative offices in Denmark, The Netherlands, the United Kingdom, and the United States. In addition, we have country offices in Bangladesh, Ethiopia, India, Indonesia, Kenya, Mozambique, Nigeria, Pakistan, and Tanzania. Programmes and projects are carried out in a variety of other countries, particularly in Africa and Asia.

### 2. BACKGROUND

Through our Social Protection programme, GAIN seeks to explore and elevate the potential for human-centred design (HCD) approaches to enhance the nutrition impact of social protection systems. Access constraints faced by the most vulnerable beneficiaries and misalignment of offerings with nutritional and dietary needs limit the extent to which social protection can result in nutrition impact. GAIN believes that taking human-centred approaches to social protection—and especially those that amplify the voices of the beneficiaries through participatory components—are essential to ensure that social protection benefits are responsive to households’ and communities’ specific nutritional needs.

Together with partners, GAIN is developing a set of resources (or “toolkit”) for applying HCD to nutrition-sensitive social protection systems, including guidance for contextualising the toolkit to varying policy environments, sociocultural contexts, and nutrition aims.

The purpose of this RFP is to engage services of two consultants (individual or company), one in Ethiopia and one in Nigeria to:

- Test and give feedback on initial tools and methods.
- Customise the set of resource (or “toolkit”) using the provided guidelines.
- Use the resource to deliver a multi-stakeholder human-centred design session(s) on nutrition-sensitive social protection policy.
  - In Nigeria, the exercise will focus on the National Home-Grown School Feeding Program (NHGSFP)

### 3. SCOPE OF WORK AND DELIVERABLES

The successful applicant shall provide the following services, in the country for which they are applying:

- Attend a ‘train the trainer’ workshop arranged by GAIN and its partners.
- Participate in limited testing of resources.
- Adapt the generic resources to the country context
  - This may involve limited desktop research and interviews

- Convene stakeholders representing government, social protection implementers, and social protection beneficiaries / recipients to:
  - Design and test nutrition-sensitive social protection mechanisms
- After the workshop, clearly document:
  - The design(s) and beneficiary feedback
  - Participant feedback on the workshop experience
  - The consultancy firm’s own feedback on the adaptation and workshop delivery process

### **3.1. OBJECTIVES**

The consultant will work with GAIN and partners to pilot and adapt the generic resources to the country and case-study context based on the guidelines provided to deliver an HCD workshop yielding user feedback on social protection systems and on the workshop process itself.

### **3.2. DELIVERABLES**

The consultant will provide the following deliverables:

- Country and case-study customised version of the generic resources
- One multi-stakeholder workshop including:
  - Signed attendance sheets
  - Beneficiary feedback on social protection systems
  - Workshop participant feedback on the workshop process

### **3.3. PROPOSED TIMELINE**

The engagement is expected to commence by late October 2023 and is anticipated to be completed by the end of February 2024. Given the limited scope of work and that this is a follow-on step to a larger process, the number of work person-days spent and the associated budget, is expected to be relatively modest.

### **3.4. CONTRACT TYPE AND BUDGET**

The final contract will be a firm fixed price contract and is expected that the Offeror(s) selected will complete all services within the timeframe contemplated by the parties at the price fixed. The Offeror(s) should be selected on relevant experience, technical and financial proposals. Applicants are required to provide GAIN with a detailed budget in Naira including fees/travel/accommodation and any other direct costs to be incurred in the delivery of the Scope of Work. Include a brief narrative justification for line items included. The budget must be inclusive of all taxes/VAT and indirect costs. The final budget amount will have to be approved by GAIN prior to starting the project.

### **3.5. ELIGIBILITY REQUIREMENTS AND CRITERIA FOR PROPOSAL SELECTION**

The consultant shall be a firm with the following expertise:

- Strong understanding of HCD and mindsets including being:
  - User-centred
  - Iterative
  - Biased towards action
  - Radically collaborative
- Demonstrable evidence of experience in participatory approaches.
- Significant experience and knowledge of the Nigeria Social Investment Programme framework with emphasis on the school feeding programme and the key value chain actors at the national and state levels will an added advantage.
- Proven experience in conducting similar consultancy assignments, including organising and facilitating interactive workshops
- Proven experience working with diverse stakeholders, particularly those from the government, private and civil society organizations.
- On-the-ground presence in the country for which they are applying

- Familiarity with food systems concepts and social protection will be an advantage
- Excellent communication skills in English, both oral and written

## II. INSTRUCTIONS FOR RESPONDING

This section addresses the process for responding to this solicitation. Applicants are encouraged to review this prior to completing their responses.

### 1. CONTACT

Staff will be available to respond to clarifications on this solicitation. Please direct all inquiries and other communications to the GAIN email address: [nquotation@gainhealth.org](mailto:nquotation@gainhealth.org), copying [datamewalen@gainhealth.org](mailto:datamewalen@gainhealth.org), [digelle@gmail.com](mailto:digelle@gmail.com) [awenndt@gainhealth.org](mailto:awenndt@gainhealth.org). Queries sent by **September 19<sup>th</sup>, 2023, at 5:00pm EST will be responded to on September 22<sup>nd</sup>, 2023.** Responses will not be confidential except in cases where the applicant clearly indicates that proprietary information is involved.

### 2. BUDGET

Applicants are required to provide GAIN with a detailed fee proposal. The final budget amount will have to be approved by the organization prior to starting the project.

### 3. FORMAT FOR PROPOSAL

The proposal needs to be formatted as two separate documents:

- Technical Proposal of a maximum 8 pages, excluding Appendices. The proposal shall include:
  - Relevant background of the firm (i.e., expertise in HCD, social protection, food systems similar prior engagements, experience delivering multi-stakeholder workshops)
    - CVs and/or examples of prior work can be included in an appendix
  - Proposed team with relevant expertise and roles
  - Detailed technical approach
  - Expected work plan and timeline to meet deliverables
  - References
- Financial Proposal (in a separate document)
  - Budget
  - Detailed budget justification
- Offer of services (see template attached under IV)

### 4. SUBMISSION AND TIMELINE

S/N	Activities	Timelines
1.	Deadline to submit questions if any	19 <sup>th</sup> September 2023
2.	Proposal Submission date	27 <sup>th</sup> September 2023

The RFP should be submitted in electronic copy on or before **27<sup>th</sup> September 2023** to email address; [nquotation@gainhealth.org](mailto:nquotation@gainhealth.org) Please indicate **HCD for Social Protection Work** as the subject matter for your submission.

### 5. UNACCEPTABLE

The following proposals will automatically not be considered or accepted:

- Proposals that are received after the RFP deadline.
- Proposals received by fax or mail.
- Incomplete proposals.
- Proposals that are not signed.

## **6. REVISIONS**

Proposals may be revised by electronic mail provided such revision(s) are received before the deadline.

## **7. ACCEPTANCE**

GAIN will not necessarily accept the lowest cost or any of the Proposals submitted. Accordingly, eligibility requirements, evaluation criteria and mandatory requirements shall govern.

## **8. COMPLETION**

- Proposals must be submitted on official letterhead of the lead organisation or firm and must be signed by a principal or authorising signatory of the lead firm or organisation.
- In case of errors in calculating overall costs, the unit costs will govern.
- It is the applicant's responsibility to understand the requirements and instructions specified by GAIN. In the event that clarification is necessary, applicants are advised to contact the responsible person at GAIN under section II. point 1., prior to making their submission.
- While GAIN has used considerable efforts to ensure an accurate representation in this RFP, the information contained in this RFP is supplied solely as a guideline. The information is not warranted to be accurate by GAIN. Nothing in this RFP is intended to relieve applicants from forming their own opinions and conclusions with respect to the matters addressed in this RFP.
- By responding to this RFP, the applicant confirms its understanding that failing to comply with any of the RFP conditions may result in the disqualification of their submission.

## **9. RIGHTS OF REJECTION**

GAIN reserves the right to reject any or all submissions or to cancel or withdraw this RFP for any reason and at its sole discretion without incurring any cost or liability for costs or damages incurred by any applicant, including, without limitation, any expenses incurred in the preparation of the submission. The applicant acknowledges and agrees that GAIN will not indemnify the applicant for any costs, expenses, payments or damages directly or indirectly linked to the preparation of the submission.

## **10. REFERENCES**

GAIN reserves the right, before awarding the Proposal, to require the applicant to submit such evidence of qualifications as it may deem necessary, and will consider evidence concerning the financial, technical and other qualifications and abilities of the applicant.

## **11. RELEASE OF INFORMATION**

After awarding the Proposal and upon written request to GAIN, only the following information will be released:

- Name of the successful applicant.
- The applicant's own individual ranking.

## **III. TERMS AND CONDITIONS OF THIS SOLICITATION**

### **1. NOTICE OF NON-BINDING SOLICITATION**

GAIN reserves the right to reject any and all bids received in response to this solicitation and is in no way bound to accept any proposal. GAIN additionally reserves the right to negotiate the substance of the successful applicants' proposals, as well as the option of accepting partial components of a proposal if deemed appropriate.

### **2. CONFIDENTIALITY**

All information provided as part of this solicitation is considered confidential. In the event that any information is inappropriately released, GAIN will seek appropriate remedies as allowed.

Proposals, discussions, and all information received in response to this solicitation will be held as strictly confidential.

### **3. RIGHT TO FINAL NEGOTIATIONS ON THE PROPOSAL**

GAIN reserves the right to negotiate on the final costs, and the final scope of work of the proposal. GAIN reserves the right to limit or include third parties at GAIN's sole and full discretion in such negotiations.

### **4. EVALUATION CRITERIA**

Proposals will be reviewed by the Selection Team. The following indicates a list of the significant criteria against which proposals will be assessed. This list is not exhaustive or 100% inclusive and is provided to enhance the applicants' ability to respond with substance. Applicants are required to submit the following information, conforming to the guidelines given in this section:

- Understanding of the scope of work:
  - Proposal shall demonstrate a clear understanding of the project objective and deliverables as outlined in Section I.
- Demonstrate a clear understanding of the technical requirements of this RFP:
  - Providing detailed technical documentation of the proposed strategy.
  - Evidence of experience delivering solutions.
- The creative and methodological approaches required to implement each of the parts of the scope of work.
- Comprehensiveness of work plan and reasonableness of proposed time frame:
  - Proposal shall include a feasible work plan to ensure successful completion of deliverables.
  - The work plan details how activities will be coordinated.
- Detailed budget and cost-effectiveness of proposed approach:
  - Evidence of cost-effective approaches to undertaking the scope of work within the proposed budget.
  - Proposal shall identify possible challenges and include creative approaches to addressing them.
- Management and personnel plan:
  - The team members working on this project shall have the relevant qualifications and overall experience required to successfully implement the project.
  - Roles and responsibilities of each team member shall be clearly defined. GAIN shall have one main contact person clearly identified in the proposal.
- A duly completed offer of services.

GAIN reserves the right to contact the individuals and contractor(s) in order to verify the information provided as part of the Proposal.

### **5. REVIEW PROCESS**

The review process will involve a Review Panel with participants selected by GAIN.

### **6. LIMITATIONS WITH REGARD TO THIRD PARTIES**

GAIN does not represent, warrant, or act as agent for any third party as a result of this solicitation. This solicitation does not authorise any third party to bind or commit GAIN in any way without GAIN's express written consent.

### **7. COMMUNICATION**

All communication regarding this solicitation shall be directed to appropriate parties at GAIN. Contacting third parties involved in the RFP, the review panel, or any other party may be considered a conflict of interest and could result in disqualification of the proposal.

### **8. FINAL ACCEPTANCE**

Award of a Proposal does not imply acceptance of its terms and conditions. GAIN reserves the right to negotiate on the final terms and conditions including the costs and the scope of work when negotiating the final contract to be agreed between GAIN and the applicant.

#### **9. VALIDITY PERIOD**

The offer of services will remain valid for a period of 60 days after the Proposal closing date. In the event of award, the successful applicant will be expected to enter into a contract subject to GAIN's terms and conditions.

#### **10. INTELLECTUAL PROPERTY**

Subject to the terms of the contract to be concluded between GAIN and the applicant, the ownership of the intellectual property related to the scope of work of the contract, including technical information, know-how, processes, copyrights, models, drawings, source code and specifications developed by the applicant in performance of the contract shall vest entirely with GAIN.

#### **11. SCOPE OF CHANGE**

Once the contract is signed, no increase in the liability of GAIN or in the fees to be paid by GAIN for the services resulting from any change, modification or interpretation of the documents will be authorised or paid to the applicant unless such change, modification or interpretation has received the express prior written approval of GAIN.